



## Presentation Equipment Request

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

### Type of Meeting:

- ☐ City Council
- ☐ Planning & Zoning Commission
- ☐ Zoning Board of Adjustment
- ☐ Historic Preservation Committee
- ☐ Design Review Board
- ☐ Project Review Committee
- ☐ Parks Board
- ☐ Development Project Meeting  
with Surrounding Neighborhood

### Staff Liaison:

- City Secretary - Connie Hooks
- Development Manager - Natalie Ruiz
- Development Manager - Natalie Ruiz
- Neighborhood Planner - Kate Elrod
- Development Manager - Natalie Ruiz
- Development Manager - Natalie Ruiz
- Assistant Parks Director - Ric Pleoger
- Development Manager - Natalie Ruiz

(Facilitation requested of City - Make sure appropriate request form is completed.)

☐ Other; Please explain. \_\_\_\_\_

City Secretary - Connie Hooks or  
Development Manager - Natalie Ruiz

### Equipment Requested:

- ☐ Dry erase board      ☐ Manual slides      \_\_\_\_\_ Easels # \_\_\_\_\_
- ☐ Video      ☐ Overhead      \_\_\_\_\_ Other \_\_\_\_\_
- ☐ PowerPoint (Contact the Action Center at 764-3457 to coordinate.)

Return request form to the appropriate staff liaison **at least 3 working days prior** to the meeting. Not all equipment is available at each City facility. Contact the appropriate staff liaison for the meeting in advance if you have any questions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date